

Sacramento



The City Of
Sacramento
Is Seeking A
Leader To Be Its
**Accounting
Manager**

THE COMMUNITY

The City of Sacramento, population 400,000, is the cultural, educational, business and governmental center of a four-county metropolitan region in the heart of California. As the State's capitol city, Sacramento is center stage for governmental policymaking and administration for the entire state. A dynamic business sector, an expanding light rail system, affordable housing, and growing cultural, educational, and medical facilities serve the needs of 1.5 million people in the region.

Founded in 1849, Sacramento was California's first charter city and is the centerpiece of much of California history — the gold rush, Pony Express and first continental railroad all began in Sacramento. The confluence of two of the state's largest rivers is just a short walk from the steps of City Hall. San Francisco, Lake Tahoe and Yosemite Valley, which offer a wide variety of recreational and cultural activities, are just a few hours away. The City's rich historical heritage, commitment to quality of life, and abundance of trees and parkland contributed to *Newsweek Magazine* naming Sacramento one of the ten best cities in the United States.

Sacramentans enjoy professional ballet, opera, theater, outstanding museums, one of the best small

zoos in the country, and the NBA's exciting Sacramento Kings. Annually the city hosts the World's largest Dixieland Jazz Jubilee, and many other recreational, entertainment and cultural activities. Sacramento has also become one of California's main tourist centers; a restored

***Sacramento will be THE city
of choice to live, learn,
work, and play.***

state capitol, miles of rivers and river parkways, North America's largest railroad museum, and the Old Sacramento restoration are just a few of the City's many attractions. The region is served by distinguished law schools; California State University, Sacramento; the University of California, Davis; and numerous community colleges.

Sacramento is a progressive city with great pride in its ethnic and cultural diversity, concern for environmental and social issues, and emphasis on quality in the provision of governmental services.

CITY GOVERNMENT

Sacramento is a charter city and operates under the Council-Manager form of government. Eight Council members are elected by district, and serve overlapping four-year terms. An independently elected Mayor serves a four-year term and is a

member of the City Council. The City Council appoints four charter officers — the City Attorney, City Clerk, City Manager, and City Treasurer.

The City Manager provides overall guidance to operating departments and is responsible for administering all City programs to ensure service delivery in an efficient, cost-effective, and quality manner. In addition to charter officers, the City's executive management team is comprised of an assistant city manager, three deputy city managers and the following departments:

SUPPORT SERVICES

- Finance
- Human Resources
- Labor Relations
- Technology

COMMUNITY SERVICES

- Fire
- Police
- Convention, Culture & Leisure
- Neighborhoods
- Parks & Recreation

DEVELOPMENT SERVICES

- Economic Development
- Planning & Building
- Public Works
- Utilities

Sacramento has the only combined City-County Housing and Redevelopment Agency in the State of California. A single staff headed by an Executive Director, carries out both City and County programs. The

City Council and Board of Supervisors serve as separate policy boards for their respective programs and projects.

The City of Sacramento has a total budget of \$678 million for FY02-03 and 4,646 full-time employees.

THE FINANCE DEPARTMENT

Recently reorganized, the City's Finance Department provides support services to all City departments through its six divisions: Accounting, Budget, Revenue, Economic Analysis, Procurement, and the Office of Small Business Development. The division managers, along with the Director, comprise the Department's leadership team and are assisted by a Department staff of 110 full-time employees.

THE POSITION

Reporting to the Director of Finance, the Accounting Manager is responsible for:

- monitoring all financial transactions and disbursements of the City, as well as those of certain joint powers agencies to which the City belongs, and maintaining all accounting records associated with such disbursements;
- safeguarding City assets through the development & management of internal control systems as required by law or accounting standards;

- managing the annual financial and compliance audits of the City, including grant programs;
- preparing financial management reports, including but not limited to the Comprehensive Annual Financial Report, for City management and staff, regulatory agencies and others.

The Accounting Manager supervises and coordinates the efforts of 26 full-time positions including accountants and support staff.

This position is an exempt management position, and serves at the pleasure of the appointing authority.

CURRENT ISSUES AND PRIORITIES

Current issues and priorities for the Finance Department and the Accounting Manager include:

- **Financial Management System** - The City is currently evaluating its financial management system. The Accounting Manager will be involved in the evaluation of long-term needs and system alternatives.
- **Fiscal Information** - The Department is improving the reporting of fiscal information to City departments in order to achieve better fiscal management throughout the organization. The Accounting Manager will work with various members of City management and technical staff to design and implement appropriate changes.

THE IDEAL CANDIDATE

The ideal candidate will be a progressive leader able to collaborate and build consensus effectively with City staff. This experienced local government accounting/finance professional will possess excellent technical, people, organizational and supervisory skills, and experience with mainframe accounting systems and related accounting software.

Specific requirements are as follows:

Experience and Education

A Bachelor's degree in public administration, business, economics or related field, and at least five years of increasingly responsible experience in the management and supervision of local government accounting services are required. Possession of a Certified Public Accountant or related professional accounting credential, or a Master's degree in a relevant field, is desirable.

Personality / Management Style

In addition to the experience and education described above, the ideal candidate will:

- thoroughly understand generally accepted accounting principles, and their relationship to municipal budgetary accounting;
- be a team-oriented leader who uses employee training and development, clear direction, encouragement and systems of accountability effectively;

- be a strong team player within the Department and throughout the City organization;
- address difficult issues by building consensus and developing appropriate resolutions;
- be open to new ideas, possess excellent people skills, and be inclusive in decision-making;
- work effectively under time deadlines, and within limited financial and staffing resources.

COMPENSATION AND BENEFITS

The current annual salary range for the position is **\$61,446 - \$92,168**. The starting salary can be set anywhere within the range commensurate with the appointee's experience, but is typically not above the control point of \$76,807.

The City also offers an attractive management benefit package that includes the following:

- **Health, Welfare and Retirement** - The City contributes up to \$640, plus 7% of base pay per month to be used for: PERS contribution (2%@55 Plan); medical, dental, and short-term disability insurance; dependent life insurance; deferred compensation; and/or dependent care reimbursement
- **Management Leave** - 40 hours per year.

- **Life Insurance** - \$50,000 basic coverage
- **401A Money Purchase Plan** - City will contribute 4% to the employee's 5% of salary.
- **Long-Term Disability Insurance** - 100% city paid
- **Holidays** - 14 days per year
- **Sick Leave** - 12 days per year. After 60 days accumulation can sell back 25% of sick leave unused in preceding year.
- **Vacation** - Two, three, or four weeks per year dependent on length of service.
- **Tuition Reimbursement** - \$750 per calendar year for tuition, books and fees.
- **Flexible Spending Program** - To cover dependent care and out-of-pocket health and insurance premiums.
- **Parental Leave** - Four weeks of city-paid parental leave for both male and female employees within one year after the birth or adoption of a child after three years of service.
- **City-provided parking**

For more information about the City of Sacramento, see its web site at www.cityofsacramento.org.

APPLICATION AND SELECTION PROCESS

To be considered for this outstanding career opportunity, submit your resume, a list of three work-related references and current salary to:



Kris Kristensen
 SHANNON EXECUTIVE SEARCH
 241 Lathrop Way
 Sacramento, CA 95815
 916 / 263-1401
 Fax: 916 / 561-7205
 Email: resumes@cps.ca.gov
 Web site: www.cps.ca.gov/shannon

The final filing date is Friday, August 2, 2002.

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant in early August. The City will then invite the most qualified candidates for interviews in early September. The City anticipates making an offer of appointment by the end of September 2002 following a final interview and the completion of reference and background checks.